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13 SEP 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Purge of Retired Office Records

REFERENCE: Memo to D/Fin fr DD/S dtd 19 Aug 68,
subj: Purge of Retired Office Records

1. This memorandum is in response to referenced memorandum and to the guidance published by the CIA Records Management Board.

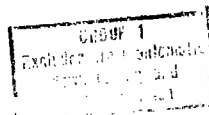
2. I have designated [] as the Office of Finance 25X1A
Records Management Officer. Assisting him in the records purge program now underway, is the Chief of the Policy and Planning Staff. Other officers will be designated as necessary to complete the present program and to establish policies and procedures to reduce the volume of financial material on deposit and that being retired to the Records Center.

3. By latest count, there are 11,565 cubic feet of retired finance records in the Records Center. Of this volume 6,791 cubic feet are directly affected by the decision set forth in DD/S memorandum, DD/S 68-4221 dated 21 August 1968 (Attachment A). This memorandum disapproved the proposal made by the Office of Finance that a block of retired records consisting of original vouchers and supporting documentation created at Headquarters and at field stations be retained a maximum of 12 years. This material includes payroll vouchers for indigenous employees for whom individual pay cards are not maintained. Office of General Counsel has ruled that the payroll records must be retained 56 years. Further, the DDP approved the view of the Chief, CI Staff, that supporting finance documentation which includes travel accounting records (PCS and TDY), operational entertainment and expense vouchers, leave records, field transportation records and personal service contracts be retained 30 years in order to effectively carry out CI Staff's responsibilities in highly important sensitive counterintelligence cases (Attachment B). The impact of this decision is that this material must be kept a minimum of 30 years instead of 12, recognizing that before it is destroyed, the payroll material must be sorted out for retention for an additional 26 years. We propose to continue our review of this material with a view toward identifying alternatives to retaining it in its present form for this period. For example, microfilming it may be an alternative.

*direct just
see para
of DD/P 8-1*

4. Our review reveals that the remaining 4774 cubic feet includes a considerable amount of material eligible for early disposal. For example, 342 cubic feet is already overdue for destruction but has been held pending audit.

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We have determined that this material has been audited, thus the Records Center will be instructed to destroy it. Old material (578 cubic feet) was stored at the Records Center prior to the establishment of the Records Control Schedule. While we have not completed our review of this material, we believe much of it can be scheduled for immediate destruction. An earlier survey of our retired records revealed that 44 cubic feet of material pertained more to the Office of Personnel than to the Office of Finance. The Office of Personnel agreed to assume responsibility for these records. Further, we find that 87 cubic feet contains budget material which pertains directly to the Office of Planning, Programming and Budgeting. They agreed to undertake the responsibility for this material. We are now arranging these transfers. There is 136 cubic feet of [] material, which will ultimately be transferred to the Department of Defense. The remaining 3587 cubic feet is covered by updated Records Control Schedules which have been completed for all components of the Office of Finance and will soon be forwarded for approval. It is not clear whether or not the Chief, CI Staff's requirements include some of this remaining 3587 cubic feet. We will pursue this possibility further with the CI Staff.

25X1A

5. A summarization of our records picture shows the following:

TOTAL VOLUME	11,565 cubic feet
1. Rescheduled for minimum retention of 30 yrs. per Attach A.	6,791
2. Identified for immed. destruction	342
3. Scheduled for earliest destruction	578
4. To be transferred to O/Pers.	44
5. To be transferred to O/PFB	87
6. To be transferred to the DOD	136
7. Remainder covered by updated retention schedules	3,587

6. The Records Management Officer will reschedule the 578 cubic feet of unscheduled material, complete and forward the aforementioned updated Records Control Schedules for approval, initiate a study to determine alternatives to retaining the 6791 cubic feet of original vouchers and supporting documentation in its present form, complete the transfer of non-finance material to other appropriate components, and complete the revision of Finance procedures and the publication of an instruction on Financial Records Management. In addition we will explore, with appropriate offices, ways and means of segregating payroll material and financial documentation essential for operational purposes from financial documentation for which a 12 year or less retention period is adequate.

L. E. Bush
Director of Finance

Attachments

Distribution: 0 & 1 - Addes, w/atts; 1 - D/Fin w/atta; 2 - OF/SS, w/atts; TMCK/plg (13 September 1968)

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